McLaughlin BLDG 4200 1630 Byrd Ave.

Enlisted Aide Training Course

1630 Byrd Ave.
Ft. Lee, VA 23801

(EATC)

IN-PROCESSING PROCEDURES / DAY ONE

- All Army Personnel Reporting for the Enlisted Aide Training Course (EATC) must first In process T Co 266th, QM BN building 3118 at 0530 hrs for mandatory height / weigh-in on start date. The weigh-in uniform will be PT uniform according to current weather conditions. Students must provide a copy of their orders. The POC for T Co and inprocessing procedures will be SSG Fuentes at 804-734-6533.
- Once weigh-in is complete, T Co will release the students to proceed to Soldier Support Center Building 3400, room 136 for In-Processing at 0730. Students must be in Army Combat Uniform (ACU's) when going to Soldier Support Center. Students must provide copies of orders(10ea), DD93 (1ea) and SGLI (1ea).
- 3. Students will report to Building 4200 Room 158 at 0950hrs on start date. Bring three copy of your orders to class. Duty uniform will be ACU's. Bring a business casual outfit for a class field trip (slacks (no jeans), button down shirt, or blouse, and casual/dress shoes). Duty uniform for lab portion will be black pants, white chefs coat, white undershirt, black shoes and black socks.

OUT-PROCESSING PROCEDURES

All Army students must out-process *T Co 266th QM BN building 3118* before course graduation. POC is be SSG Fuentes / Mr. Boozer @ (804) 734-6355. More information will be given by the course instructor.

ATTENTION:

- You must have your name and rank insignia on your chef coat (name tag is acceptable)
- You may bring a set of personal knives if desired.
- · Bring your continuity book if available.

<u>Admin</u>

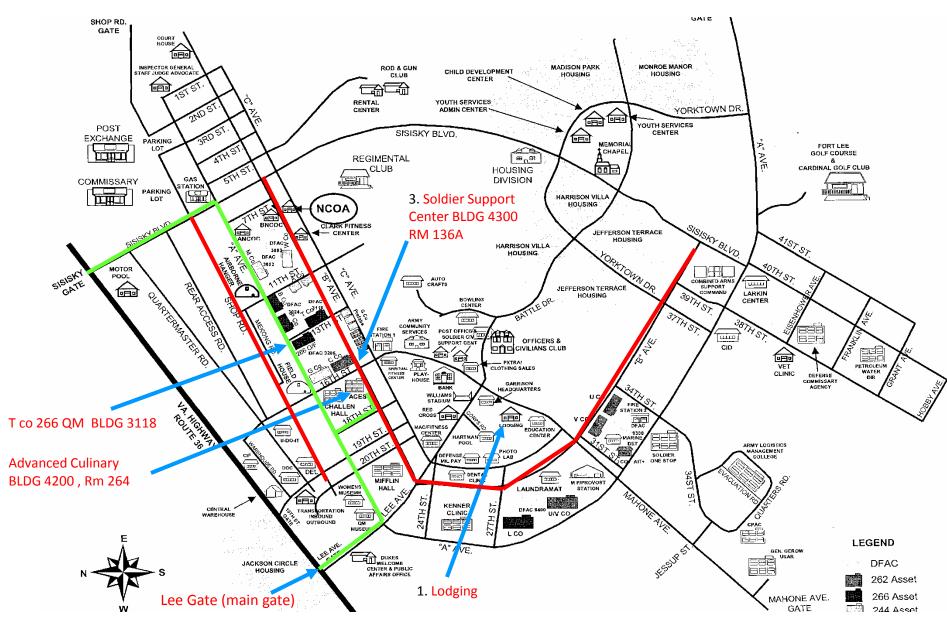
SSG Richards, Janelle 804-734-3106

ACSTC Instructors

SCPO Davila 804-835-3249 SSG Copeland 912-713-0732 Office: 804-734-3112

Call one of the instructors if any questions arise.

^{*} Pack according to FT. Lee weather conditions



Road in red are closed for Pt 0500-0730, green route is the best route to get to Bldg 4200 during PT